

Gorham MacBane Library Request for Quote

REQUEST FOR QUOTE RFQ GBLV15

Low Voltage Infrastructure Purchase & Installation

**Request for Proposals
RFQ GBLV15**

Title: Low Voltage Infrastructure Purchase & Installation

I. INTRODUCTION/OVERVIEW

A) Purpose/Objective

Gorham MacBane Library has issued this Request for Quote (hereinafter "RFQ") for the sole purpose and intent of obtaining proposals from interested and qualified firms or individuals and if awarded is expected to lead to contract(s) to network equipment.

Proposals that are currently based on state bid or based on bids currently awarded in other TN public or government entities with potential for use with reciprocal agreements are required. Responses to this RFQ should be based upon and refer to these contracts.

The successful Bidder will be referred to hereinafter as Contractor.

Gorham MacBane Library reserves the right to reject any and all proposals and waive any irregularities for the purpose of making the award it feels is in the best interest of the Gorham MacBane Library.

The award from this RFQ of a contract by Gorham MacBane Library will not entitle a contractor to perform any specific work or job. Instead an approved Purchase Order will entitle a contractor to perform future specific work (jobs) within the scope of its contract.

Gorham MacBane Library anticipates that the contract term will begin on July 1, 2015, and continue through September 30, 2016. The award, if made, will be made to a responsible Bidder whose proposal is the most advantageous to Gorham MacBane Library though price will be the most heavily weighted factor in any evaluation.

Gorham MacBane Library Infrastructure standards should be adhered to and are provided in a separate document or upon request.

B) Scope of Work

- A. Purchase and Installation of cable and equipment related to the following areas:
 - 1. Fiber Ethernet infrastructure
 - 2. Switched Ethernet networks with active IP components
 - 3. Wireless LAN Infrastructure for G/N/AC standards

**** See Exhibit B Scope of Work for clarification of described areas of work.**
- B. Contract work in installation, troubleshooting, and maintenance of installed systems
- C. The projects to be purchased under the resulting contract will range from \$50.00 or less to \$500,000.00 or greater.

C) Background

Gorham MacBane Library is eligible to participate in the Federal Communications Universal Service Program better known as “E-Rate”. This program provides partial payment for eligible services. It is required that the awarded vendor participates in the E-Rate program and is responsible for all vendor filing(s) associated with the program. The vendor must respond to questions listed further in this RFQ for knowledge and compliance of the E-Rate program.

The proposed contract would secure a commitment from a qualified vendor for the installation, maintenance, repair and service to the following systems and/or subsystems to conform to acceptable and current standards or new standards created during the duration of the contract.

- 1. Fiber Ethernet infrastructure
- 2. Switched Ethernet networks with active IP components
- 3. Wireless LAN Infrastructure for G/N/AC standards

D) Constraints on the Contractor

Contractor must adhere to the standards used by Gorham MacBane Library. The contractor is responsible for ensuring all work performed under the contract conforms to all applicable codes and will be responsible for correcting any violations found as well as any penalties that might arise from such violations.

All work to be performed under this contract shall be provided at times convenient to Gorham MacBane Library. Maintenance and installations may only be performed at times that do not interfere with daily operations of Gorham MacBane Library and provide the least amount of interruption in service. Typically Gorham MacBane Library departments operate between 9 am and 5 pm.

All estimates given for proposed jobs will be adhered to, unless otherwise approved by Gorham MacBane Library.

Safety and the Environment: Without exception, the potential contractor and subcontractors must comply with all local, state, and federal regulations regarding these matters during the performance of this contract.

Equipment Rental: Rental of equipment used to perform work on this contract will be the responsibility of the Contractor. Reimbursement for actual verifiable rental charges requires the prior approval of the Project Manager and a copy of the rental invoice must be attached to the vendor's invoice of these charges to Gorham MacBane Library.

E-Rate Funding Requirements: Bidders must agree to participate as vendors in the E-Rate program, approved by the Federal Communications Commission (FCC), and administered by the Schools and Library Division (SLD) of the Universal Service Administrative Corporation (USAC). This participation will require a vendor to apply, receive and maintain a Service Provider Identification Number (SPIN), prepare a cost proposal for each E-Rate project in time for submission by the yearly deadline (usually in January of each year).

Additionally Gorham MacBane Library reserves the right to decide whether to use BEAR form reimbursement or to require the vendor to invoice the SLD directly for the E-Rate share of the project, and to invoice Gorham MacBane Library for the library share.

All respondents are required to read, sign and date the attached "**E-Rate Supplemental Terms and Conditions**" and return with their proposal.

Contractors for installation and maintenance of infrastructure wiring and components must comply with the "State of Tennessee Contractors' License Law and Rules and Regulations" issued by the Board of Licensing Contractors, Tennessee Department of Commerce and Insurance. In addition, contractors for this work will need to have both a performance and a payment bond.

E) Terms and Conditions of Contract for Goods and Services

A contract resulting from this RFQ shall be subject to the terms and conditions set forth in the proposed reciprocal contract noted by the proposer.

F) Inquiries

Direct questions related to this RFQ to James T. Marshall, Library Board Member, Gorham MacBane Library, at 615-382-2318, fax at 615-382-3102, or via e-mail at james.marshall@rcstn.net. Include the RFQ number, page, and paragraph number for each question. All questions are due no later than March 20, 2015 at 5pm CDT. All answers will be posted by March 23, 2015 at 12pm CDT at the same URL where the RFQ is located.

G) Method of Source Selection

Award(s), if made, will be made to the **Responsive** and **Responsible** Bidder(s) whose proposal is most advantageous to Gorham MacBane Library, taking into consideration price and the other factors set forth in this Request for Quote (RFQ). Gorham MacBane Library will not use any other factors or criteria in the evaluation of proposals received.

Gorham MacBane Library may, as it deems necessary, conduct discussions with **Responsive** and **Responsible** Bidder(s) determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to solicitation requirements.

- 1. Minimum (general) criteria Gorham MacBane Library will use to determine if the proposal is “Responsive”**
 - Does the proposal submitted conform in all material respects to the solicitation?

- 2. Minimum (general) criteria Gorham MacBane Library will use to determine if the proposal is “Responsible”**
 - Does the Bidder demonstrate an understanding of Gorham MacBane Library’ needs and proposed approach to the project?
 - Does the Bidder possess the ability, capacity, skill, and financial resources to provide the service?
 - Can the respondent take upon itself the responsibilities set forth in the RFQ (and resultant contract) and produce the required outcomes timely?
 - Does the Bidder have the character, integrity, reputation, judgment, experience, and efficiency required by the contract?
 - Has the Bidder performed satisfactorily in previous contracts of similar size and scope; or, if the prime contractor has not performed a contract of similar size and scope, has it (and/or its team members) otherwise demonstrated its capability to perform the contract Gorham MacBane Library seeks to establish through this RFQ?
 - Does the Bidder propose to perform the work at a fair and reasonable cost?

H) Proposal Evaluation Panel and Evaluation Factors

Proposals will be evaluated by the Gorham MacBane Library. The factors to be considered in the evaluation of proposals are listed below. While Gorham MacBane Library believes all these items to be of importance, they are ranked in descending order of importance.

	Criteria	Points
1	Cost	30
2	Experience and Qualifications	20
3	Business Plan/Requirements	25
4	Past Performance/References	15
5	Commitment and successful experience with E-rate	10

Proposals that are currently based on state bid or based on bids currently awarded in other TN Public or Government entities with potential for use with reciprocal agreements are required.

I) Projected Timetable

The following projected timetable should be used as a working guide for planning purposes. Gorham MacBane Library reserves the right to adjust this timetable as required during the course of the RFQ process.

Event	Date
RFQ Issued	February 25, 2015
RFI due	March 20, 2015 @ 5pm
Answers/Addenda	March 23, 2015 @ 12pm
Proposals due	March 25, 2015 @ 12pm
Letter of Intent	March 26, 2015

Responses should include 2 complete copies and be MAILED to:

Gorham MacBane Library

Chris Hall, Director
405 White St.
Springfield, TN 37172

NO LATER THAN 12PM LOCAL TIME (CDT) ON MARCH 25, 2015. LATE PROPOSALS WILL NOT BE CONSIDERED.

Bid Proposal:

Scope of Work/Projects for Network Upgrades

Gorham MacBane Library plan to install (1) 10G capable fiber backbone between 2 network closets. Approximate length 500ft or less. Pricing to include install, termination and patch cables.

Bid Proposal for network switches should be on a “per device” basis including stacking cables, installation, configuration.

Provide bid for Enterasys B5G 48 Port 100/1000 switch or equivalent

Provide bid for Enterasys B5K 24 Port 100/1000 switch or equivalent

Provide bid for Enterasys B5G 24 Port POE 100/1000 or equivalent.

Provide Bid for Enterasys 3705 Dual Radio Access Point or equivalent

Approximate number of devices needed to complete network:

(2) Enterasys B5K 24 Port 100/1000 or equivalent

(2) Enterasys B5G 48 Port POE 100/1000 or equivalent

(4) Enterasys B5G 48 Port Non-POE 100/1000 or equivalent

(22) Dual Radio 11ABGN Indoor Access Points

(2) Dual Radio 11ABGN Outdoor Access Points

(1) Wireless Controller or equivalent

(3) Rack Mounted UPS/Battery Backup APC 1500 or equivalent

(4) 10G SFP Modules (fiber electronics)

Gorham MacBane Library seeks “per device” pricing and reserves the right to add or subtract from these estimates of devices needed.

E-RATE SUPPLEMENTAL TERMS AND CONDITIONS

Signed copy to be returned with bid response

The Telecommunications Act of 1996 established a fund by which Schools and Libraries across the Country could access discounts on eligible telecommunications products and services. The program is commonly known as the E-rate Program. The eligibility for discounts on internet access, telecommunications products and services, internal connection products, services and maintenance is determined by the Federal Communications Commission (FCC). Funding is made available upon application approval by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), which was established by the Act. The amount of discount is based on the numbers of students in the local school district receiving free and reduced price meals.

1. The project herein [is/may be] contingent upon the approval of funding from the Universal Service Fund's Schools and Libraries Program, otherwise known as E-rate.
2. The Library expects Service Providers to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.
3. Service Providers are required to be in full compliance with all current requirements and future requirements issued by the SLD throughout the contractual period of any contract entered into as a result of this RFP.
4. Service Providers are responsible for providing a valid SPIN (Service Provider Identification Number). More information about obtaining a SPIN may be found at this website: <http://www.usac.org/sl/providers/step01/>
5. Service Providers are responsible for providing a valid Federal Communications Commission (FCC) Registration Number (FRN) at the time the bid is submitted. More information about obtaining an FRN may be found at this website: <https://fjallfoss.fcc.gov/coresWeb/publicHome.do>
6. Service Providers are responsible for providing evidence of FCC Green Light Status at the time the bid is submitted. Any potential bidder found to be in Red Light Status will be disqualified from participation in the bidding process and will be considered non-responsive. More information about FCC Red and Green Light Status may be found at this website: http://www.fcc.gov/debt_collection/welcome.html
7. Products and services must be delivered before billing can commence. At no time may the Service Provider invoice before July 1, 2015.
8. Prices must be held firm for the duration of the associated E-rate Funding Year(s) or until all work associated with the project is complete (including any contract and USAC approved extensions).

9. The Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the Form 474 Service Provider Invoice (SPI). The Library will only be responsible for paying its non-discounted share of costs and does not intend to use the BEAR process (Form 472). The maximum percentage the Library will be liable for is the pre-discount amount minus the funded amount as shown on the FCC Form 471 Block 5 and any identified ineligible costs. Alternatively, should the Library decide that it is in the best interest of the Library to file a Form 472, the Library will inform the Service Provider of its intent.

10. All Service Provider invoicing to USAC must be completed within 120 days from the last day of service. Should the Service Provider fail to invoice USAC in a timely manner, the Library will only be responsible for paying its non-discounted share.

11. Service provider shall retain all documentation related to the purchase, payment, delivery and/or installation, including Forms 474 and receipt of payment from USAC, for all products and services provided to the applicant. Related documentation must be retained for a period of 10 years from the last date of service.

12. Even after award of contract(s) and/or e-rate funding approval is obtained, the Library may or may not proceed with the project, in whole or in part. Execution of the project, in whole or in part, is solely at the discretion of the Library.

13. Within one (1) week of award, the awarded Service Provider must provide the Library a bill of materials using a completed USAC "Item 21 Template". Subsequent schedules of values and invoices for each site must match Item 21 Attachment or subsequent service substitutions.

14. In the event of questions during an e-rate pre-commitment review, post-commitment review and/or audit inquiry, the awarded Service Provider is expected to reply within 3 days to questions associated with its proposal.

15. No change in the products and/or services specified in this document orders will be allowed without prior written approval from the Library and a USAC service substitution approval with the exception of a Global Service Substitutions.

16. The Service Provider acknowledges that all pricing and technology infrastructure information in its bid shall be considered as public and non-confidential pursuant to §54.504 (2)(i)(ii).

17. The Service Provider acknowledges that its offer is considered to be the lowest corresponding price pursuant to § 54.511(b). Should it not be the lowest corresponding price, the service provider must disclose the conditions leading to the applicant being charged in excess of lowest corresponding price.

18. This offer is in full compliance with USAC's Free Services Advisory <http://www.usac.org/sl/applicants/step02/free-services-advisory.aspx>. There are no free services offered that would predicate an artificial discount and preclude the applicant from paying its proportionate non-discounted share of costs. The service provider agrees to provide substantiating documentation to support this assertion should the applicant, USAC, or the FCC request it.

19. The awarded Service Provider is required to send copies of all forms and invoices to the Library prior to invoicing USAC for pre-approval. Failure to comply with this requirement may result in the Library placing the vendor on an "Invoice Check" with the USAC <http://www.usac.org/sl/applicants/step07/invoice-check.aspx>

20. Services providers must comply with the FCC rules for Lowest Corresponding Price ("LCP"). Further details on LCP may be obtained at USAC's website: <http://www.usac.org/sl/service-providers/step02/lowest-corresponding-price.aspx>

I, the undersigned, as an authorized agent of _____
(Service Provider Name), hereby certify that I have read the E-rate Supplemental Terms and Conditions, am fully compliant and intend to cooperate with the E-rate process as outlined above.

Signature : _____ Title:

Phone Number : _____ Email:

Service Provider Name:
